

Regulations for the University Impact District

3372.580 - University Area Review Board

- (A) Creation, Members, and Term. Established by Ordinance 2054-92, the University Area review board, hereafter referred to as the review board, shall consist of seven members appointed by the mayor to serve without compensation. Council recommends that appointments to the review board include: three registered architects designated by the American Institute of Architects; one designee of the Columbus apartment association who owns property within the impact district; one designee of the University community business association who is a merchant or owner of a retail business or property within the impact district; one designee of the University Area commission; and after consultation with each of the above organizations, one at-large member, who may include one engaged in the livelihood of architectural design, history, or preservation; construction; property management; or real estate.

The term of membership shall be for three years, except for the initial terms of one year for two members and two years for another two members. A vacancy shall be filled in the same manner as the original appointment was made.

- (B) Organizations rules of procedure, and meetings. the review board shall meet and organize by the electing officers, adopting rules of procedure, and providing for regular and special meetings. A quorum of four members is necessary for official action. The review board shall hold regularly scheduled meetings and may call for special meetings. All meetings shall be open to the public and notice of scheduled meetings published in the City Bulletin. The department shall staff the meetings and maintain a record of the proceedings.

- (C) Duties. The duties of the review board are:

- (1) To preserve, protect and enhance the urban environment and neighborhood characteristics of the University Area;
- (2) To hear, decide, and take action on all applications for a certificate of zoning clearance and applicable permits or registrations, and when appropriate, issue a certificate of approval thereon;
- (3) To review applications for a zoning change, variance, or special permit that may cause a stated guideline to apply and to forward comments to the appropriate decision-making body; and
- (4) To develop and promulgate guidelines pertaining to compatibility and appearance as necessary to clarify development objectives and enhance the development guidelines herein.

- (D) Jurisdiction. The review jurisdiction of the review board applies to all properties within the impact district.

(Ord. 681-02 § 3 (part).)

3372.581 - Certificate of approval.

- (A) Required. Within the impact district, no person shall undertake any work, including the construction or exterior alteration of a building or structure, a change on or to the site, and the installation of a graphic or curb cut, that requires a certificate of zoning clearance, registration certificate, building permit, or installation permit without first obtaining a certificate of approval from the review board. A certificate of approval is not required for the razing of a building or for normal exterior maintenance or repair work that does not result in a change in material, design, dimensions, shape, or arrangement.

- (B) Application, review, and delegation of authority. To be heard at a regularly scheduled meeting of the review board, a complete application for a certificate of approval must be submitted to the department at least ten days prior to the meeting. The application must indicate compliance with all applicable zoning and building code standards and/or include a statement of hardship if seeking a variance. Upon presentation of the application to the review board by the applicant or his representative, the review board will decide if the proposed application is in compliance with the guidelines in accordance with principles of good design.

However, by a unanimous affirmative vote, the review board may delegate its authority to the director or his/her designee to issue certificates of approval for: (a) projects which fully comply with the guidelines herein, and any subsequent guidelines; or (b) for items and designs previously reviewed and judged appropriate by the review board or its predecessor. This provision shall not be so construed that previously approved project designs are automatically approved for any other application. The applicant always has the option to have his application reviewed by the review board.

- (C) Issuance. Following a determination that the objectives and intent of all applicable guidelines herein, and any subsequent guidelines, are met in accordance with the provisions herein, the review board will issue a certificate of approval. A motion to approve a certificate of approval application must receive four affirmative votes to pass. A certificate of approval is valid for one year from the date of issuance, unless other limits are stated as a condition of the certificate.

In the event of concurrent jurisdiction with the Historic Resources Commission (HRC), a certificate of appropriateness from the HRC is required before the review board considers the project for conformance with this subchapter.

(Ord. 681-02 § 3 (part).)

3372.582 - Appeal.

Appeal of findings and determinations of the review board based on a claim of substantial economic hardship may be taken to the board of commission appeals. Appeal for any reason other than substantial economic hardship may be made to the courts.

(Ord. 681-02 § 3 (part).)

3372.583 - Issuance of zoning clearance, registration, or permit.

When a certificate of approval is required, a valid certificate must accompany an application for a certificate of zoning clearance, registration certificate, building permit, or installation permit before the department issues such certificate or permit.

(Ord. 681-02 § 3 (part).)

3372.584 - Zoning change, variance, or special permit.

Within the impact district, an application for a zoning change, variance, or special permit that may cause a stated guideline to apply, as determined by the department, shall be reviewed by the review board prior to being heard by the approving body. The review board shall consider such application and forward any comments to the appropriate decision-making body.

(Ord. 681-02 § 3 (part).)

3372.585 - Development and design guidelines.

To further the objective of compatible development within the impact district, an application for a certificate of approval is subject to and evaluated upon the guidelines herein and any amplifications thereto adopted by the review board. Though the following guidelines assist the applicant and the review board to arrive at an appropriate proposal, they may not address or be applicable to every situation, and therefore, special circumstances may suggest variations that could yield an equally compatible project.

- (1) Specific guidelines for dwellings within residentially zoned districts:
 - (a) The overall length of a building shall be no more than two and one-half times the building's overall width.
 - (b) The first floor above grade shall be no less than two and one-half feet and no more than three and one-half feet above the finished grade line; or the facade should be designed to give the appearance of a first floor height within these limits. This requirement is not intended to preclude gentle grade changes or ramping to permit handicapped accessibility.
 - (c) The pitch of a principal building's main roof shall be no shallower than eight units vertical to 12 units horizontal. A gambrel, mansard, or variation thereof shall not be permitted.
 - (d) At least one-third of the front facade area (width times the height of the exposed wall area enclosing any living space-excluding gable) shall be visually and physically unobstructed by any porch or portion thereof. The width of a front porch shall not exceed 90 percent of the width of the building's front facade. No porch shall be permitted above the second story. A porch roof shall give the appearance of being separate and secondary to the main roof.
 - (e) Exclusive of any roof overhang, no portion of a front porch or terrace may extend into the front setback more than eight feet. A balcony may extend into the front setback no more than four feet. Exterior stairs to any floor other than the first floor shall not be permitted within the front setback area. A first floor deck shall not be permitted in the front yard.
 - (f) Window and window elements, excluding basement windows, shall have vertical proportions of three units vertical to two units horizontal, or greater. Windows and doors shall constitute no less than 20 percent of the building's front facade.
 - (g) No more than two predominant wall materials, excluding foundations, gables, and windows/doors with associated trim, shall be used on a building. The same material treatment shall be used around the entire building. Horizontal lap siding shall have a narrow exposure. Natural wood tones are uncharacteristic and any exposed wood elements, other than flooring, shall be either painted or stained opaquely with a coordinated color.
 - (h) A rear deck, rear patio, or combination thereof, shall cover no more than 200 square feet of lot area.
- (2) Specific guidelines for the High Street corridor:
 - (a) As referenced in the document *University/High Street Development & Design Guidelines*, 1/01, and any subsequent revisions or amendments thereto.
- (3) General guidelines:
 - (a) Context and Visual Compatibility. A new building or any addition or alteration to an existing building shall be compatible and appropriate with its own integrity and with that of surrounding contributing buildings, public ways, and places to which it is visually related in terms of: placement, setback and orientation; scale, size and height; massing, proportions and shape; directional expression and alignment, rhythm of building spacing, rhythm of building shape, porches and other projections; relationship of solids to voids in facades; proportion of facade openings; and relationship of materials, texture and color.
 - (b) Site Treatment. Consideration shall be given to the following elements regarding appropriateness and compatibility with the area: setback and yards; lot coverage and outbuildings; parking; landscaping; outdoor space (e.g., patio, deck, or recreational area); walkway; fence or wall; refuse storage facility; lighting; and alleyscape. In addition, the following shall be considered:
 - 1. Where practical, significant site features should be respected and retained including, but not limited to, brick or stone walls, decorative stanchions, mature trees and existing landscaping features.
 - 2. Landscaping should include foundation plantings and appropriate grass or ground cover of yard areas. On corner lots, plantings are desirable along all portions of the foundation visible from the street.
 - 3. Front yard landscaping should include one tree of at least two and one-half inch caliper for every 50 feet of frontage or no less than one such tree per lot.
 - 4. Paved surfaces (e.g., concrete, brick, or stone) should be provided to accommodate pedestrian travel from public walkways and parking areas to the building.
 - 5. On-site parking should be designed and executed so as to upgrade both the appearance of the property and pedestrian and vehicular traffic safety in the immediate neighborhood.
 - 6. New curb cuts should not be constructed for properties that have access from an alley or other existing route or where characteristically inappropriate.
 - 7. Lights used to illuminate a parking lot should be selected and arranged so as to direct and reflect the light away from any adjacent property or public way.

- (c) **Building.** A new building or any addition or alteration to an existing building shall be compatible and appropriate with its own integrity and with that of surrounding contributing buildings, public ways, and places to which it is visually related in terms of: platform; body (e.g., shape, size, proportions, stories, or projections); roofs (e.g., cornice/eaves, dormers, or chimneys); porches; doors and entryways; fenestration; materials; ornamentation, trim and detailing; and other elements such as storm or screen doors and windows, skylights, awnings, mechanical equipment, mailboxes, and colors. In addition the following shall be considered:
1. Elements of a non-habitable building, including, but not limited to, a garage, utility shed, porch, or exterior stair, should be compatible and/or consistent with the existing streetscape. A porch, including its roof and balustrade, should be in keeping with the residential character of the area.
 2. Building appurtenances and projections, including, but not limited to, a porch, stoop, bow or bay window, awning, exterior stair, light fixture, or signage, should be in scale with the total composition of the building itself and the character of the area.
 3. Generally an addition should meet the same guidelines as new construction, but should respond specifically to the building of which it is a part. An addition should not overpower the original building and should be added in an unobtrusive way. The connection of the addition to the original building should be designed so that it does not detract from either.
 4. Nothing in these guidelines is intended to constrain handicapped accessibility. All lifts or ramps shall be designed with sensitivity to the building's design.
- (d) **Graphics.** A sign's design, size, location, material, lighting, and color should complement the building's design and reflect the nature of the surrounding area.

(Ord. 681-02 § 3 (part).)